

**Records Retention/Destruction
Finance and Administration
Budget & Financial Planning Office**

Document	Primary/Secondary Repository (1)	Retention (2)	Method of Destruction (3)	Format E/H* (4)	Comments (5)
BAT – Minutes, notes, agendas and supporting documents	P	10 years *	Shred	H	
Budget revisions	P	2 years	Shred	H	
Budget prep reports/Budget Requests	P	3 years	Shred	H	
PAFs – FT/PT	S	2 years	Shred	H	Primary location - HRD
Faculty Contracts & Modifications	S	2 years	Shred	H	Primary location - HRD
Employment Rosters - non - students	S	2 years	Shred	H	Primary location - HRD
Employment Rosters - students	S	2 years	Shred	H	Primary location - Payroll
General/Budget correspondence	P	3 years	Shred	E/H	
College Financial Analysis	P	5 years *	Shred	H	
Administrative Analysis	P	5 years *	Shred	H	
Daily payroll reports for control purpose	P	1 year	Shred	E	
Financial Statements	P	Since inception	Shred	H	
Finance Committee Minutes & Supporting Documents	S	10 years *	Shred	H	Primary location – Legal Secondary location – F&A
Audit Committee Minutes & Supporting Documents	S	10 years *	Shred	H	Primary location – Legal Secondary location – F&A
Investment Committee Minutes & Supporting Documents	S	5 years	Shred	H	Primary location– Treasury Secondary location – F&A
Tax Return - 990, 990T, CT990T, CA – 109, 5530, Foreign Return	P	10 years *	Shred	H	

Notes:

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3. Report the method used for eliminating these records.
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*Minimum for years notes and may exceed as the business practice is changing.

**Records Retention/Destruction
Finance and Administration
Financial Accounting Services Office**

Document	Primary/Secondary Repository (1)	Retention (2)	Method of Destruction (3)	Format E/H* (4)	Comments (5)
Accounts Payable Vouchers - Purchase Orders, OFC's, Travel & Expense Vouchers, AR Refunds (invoices, check copy, purchase order, W-9 Tax Payer Identification Forms)	Primary	7 years	Shred paper documents / Clear imaged documents	E/H	
A/P Check Registers	Primary	7 years	Shred	E/H	
Tax Records (1099 Reports, Sales & Use, Hotel, Entertainment)	Primary	7 years	Shred/Delete electronic documents	E/H	
Unclaimed Property filing	Primary	7 years after filing	Shred/Delete electronic documents	E/H	
Journal Entries with related back-up	Primary	7 years	Shred paper documents / Clear imaged documents	E/H	
General Ledger Reconciliations with related back-up (bank statements and investment statements, including endowment investment statements)	Primary	7 years	Shred paper documents / Clear imaged documents	E/H	
Restricted Fund set-up, including donor restricted funds and endowment funds	Secondary	Permanent		E/H	Primary is Institutional Advancement
Government and Private Grant Files (Award Letter, Financial Reports)	Secondary	7 years after close of grant	Shred paper documents / Clear imaged documents	E/H	Primary is Institutional Partnerships Sponsored Research

**Records Retention/Destruction
Finance and Administration
Financial Accounting Services Office**

General Ledger Maintenance (Fund Set-up, Org Set-up, Account Set-up forms)	Primary	Permanent		H	
Fixed Asset Supporting Documentation	Primary	For disposed assets: longer of 2 years after disposal of asset or 7 years since purchase For in use assets: permanent until disposed	Shred	H	
Annual Audited Financial Statement Reports	Secondary	7 years	Shred paper documents / Clear imaged documents	E/H	Assistant Vice President for Finance is Primary Repository for Audited Financial Statements
Annual Audited Financial Statement Supporting Workpapers	Primary	7 years	Shred paper documents / Clear imaged documents	E/H	

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**Records Retention/Destruction
Finance and Administration
Payroll Office**

Document	Primary/Secondary Repository (1)	Retention (2)	Method of Destruction (3)	Format E/H* (4)	Comments (5)
Payroll records –attendance records, voluntary deduction authorizations Time Sheets	Primary	7 years 3 years	See comments	E/H	Electronic records date back to 1993 in the BANNER system. Paper records stored in Payroll office and then shipped to dorm on campus. Records in the Payroll office are shredded by a student. Records in dorm area are shredded by a mobile shredder service.
Direct Deposit Form	Primary	Indefinite, until term	Shred	H	
Form W-4 Form CT-W4	Primary	4 years	Shred	H	
Employment Records- Rosters, Contracts and Contract Modifications for full time and part time faculty. Personal Action Forms	Primary Secondary	2 full years 1 working year	Shred	H	
Tax Reporting and Returns-	Primary	7 years	Shred	E	

**Records Retention/Destruction
Finance and Administration
Payroll Office**

Federal and State- CTW3, CT941, CT941X, UC2, UC2-C, W-3					
1042, 1042S, 941, 941X, CTW2, W-2				H	
Conntac Payroll- Connecticut Talent Assistance Cooperative- Payroll Records	Primary	1 year	Shred	H	Forward to Director of Conntac

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**Records Retention/Destruction
Finance and Administration
Bursar's Office**

Document	Primary/Secondary Repository (1)	Retention (2)	Method of Destruction (3)	Format E/H* (4)	Comments (5)
Abatement and other tuition waiver forms	P	7 years	Shred	E/H	Applies to all records: Records are split between paper and electronic form. August 2005 Bursar's Office began using Banner document imaging software for electronic storage. Documents are stored in Bursar's Office, locked in the office vault, and in a locked cage within Residential Life storage. Records destruction by Shred-It.
Book vouchers	P	7 years	Shred	H	
Collection documents – letters of intent, default agreements, customer correspondence, write-off file (if repaid)	P	7 years after repayment	Shred	E/H	
Data entry	P	7 years	Shred	E/H	
Deferral forms	P	7 years	Shred	E/H	
Deposit and payment documents	P	7 years	Shred	H	
EFT – rosters and wires	P	7 years	Shred	E/H	
Loan return documents	P	7 years	Shred	E/H	
Non-student /Adhoc billing	P	7 years	Shred	E/H	
Perkins loan documents	P	3 years after repayment	Shred	E/H	Any records necessary to support the data contained in the FISAP, including “income grid information” for at least three years after the end of the award year in which the FISAP is submitted.
Refund vouchers	P	7 years	Shred	E/H	

**Records Retention/Destruction
Finance and Administration
Bursar's Office**

Scholarship checks and letters	P	7 years	Shred	E/H	
Stafford loan disbursement letters	P	3 years after last attendance – or track letter through Banner	Shred	H	
Third-party billing files	P	7 years	Shred	E/H	
Withdrawal files	P	7 years	Shred	E/H	
Credit card payment slips	P	7 years	Shred	H	
NSF/ACH declines; credit card chargebacks	P	7 years	Shred	E/H	
Write-off file (if not repaid)	P	Permanent	Shred	E/H	
Emergency Loans	P	Until paid in full	Shred	H	

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**Records Retention/Destruction
Finance and Administration
Purchasing Office**

Document	Primary/Secondary Repository (1)	Retention (2)	Method of Destruction (3)	Format E/H* (4)	Comments (5)
Purchase Orders	Primary	5 years	Destruction of records is done by shredder	E/H	Applies to all records. All records prior to June 30, 2005 are in paper form. Records are stored in the facilities building in the Purchasing storage cage. After July 1, 2005 records are stored in paper and electronic form.
Bid Documents	Primary/Secondary	5 years	Destruction of records is done by shredder.	E/H	Requisitioners may have original bid documents/files, in which case, purchasing would have copies.
Insurance Certificates	Primary	5 years	Destruction of records is done by shredder.	H	
Contracts/Leases	Primary/secondary	5 years	Destruction of records is done by shredder.	E/H	Some departments contract/lease independently from purchasing, in which case, purchasing would

**Records Retention/Destruction
Finance and Administration
Purchasing Office**

					have copies.
P-card information	Primary/secondary	5 years	Destruction of records is done by shredder. Electronic data with Bank is available up to 16 months from posting date.	E/H	Purchasing maintains cardholder files of applications/changes and program/bank related documents/information. Individual cardholders maintain copies of their transactions.
w-9's	Primary/secondary	5years	Destruction of records is done by shredder.	E/H	Purchasing records are stored in paper and electronic form.
Independent contractor Forms	Primary/secondary	5 years	Destruction of records is done by shredder.	E/H	Purchasing records are stored in paper and electronic form

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**Records Retention/Destruction
Finance and Administration
Howie's Printery**

Document	Primary/Secondary Repository (1)	Retention (2)	Method of Destruction (3)	Format E/H* (4)	Comments (5)
Work Orders	Primary	5 years	Server purge	E/H	Records are stored on a secure server @ Ricoh [formerly IKON Office Solutions] through our on-line WebPrint System

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